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Short Service Employee Program

Purpose	The purpose of the Short Service Employee (SSE) program is to help identify those Marathon (MPC) and contactor employees' who are new to the refinery industry.
Scope	This Standard applies to every employee that fits into this category to ensure an appropriate level of safety and compliance with Marathon (MPC) LAR Safety Standards.
Records Retention	Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained a maximum of 10 years following the revision.

Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used.

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1.0 References

1.1 Refining References

The table below lists the Refining references used with this document.

Number	Description
HSS 010	Life Critical Safety & Accountability
HSS 011	Contractor Safety Management
HSS 013	Site Access
HSS 015	Smoke Free Facility
HSS 016	Camera and Video Equipment Procedure
HSS 019	Motor Vehicle Safety and Driving Standard
HSS 020	Bicycle Safety
HSS 021	Injury Illness Prevention Plan
HSS 022	Safety Attendant
HSS 027	Barricades
HSS 056	Use of Electronic Devices
HSS 201	Permit to Work
HSS 202	Stop Work Obligation
HSS 262	Entering Operating Areas
HSS 501	Personal Protective Equipment

1.2 Regulatory References

The table below lists the industry references used with this document.

Number	Description
29 CFR 1910.119	Process Safety Management of Hazardous Chemicals
T8, 5189.1	PSM Refineries
29 U.S.C. § 654	General Duty

1.3 Industry References

The table below lists the industry references used with this document.

Number	Description
API RP 2221	Contractor and Owner Safety Program Implementation, August 2004

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1.4 Terms

The following terms are used in this document:

- [Contractor](#)
- [Contractor Coordinator](#)
- [Contractor \(Guest\) Sponsor](#)
- [HSSE Passport](#)
- [Short Service Employee](#)
- [Short Service Employee Mentor](#)
- [Los Angeles Refinery \(LAR\)](#)
- [Work](#)

Reference: For details, see [Appendix A: Terms and Definitions](#).

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2.0 Roles and Responsibilities

2.1 General Requirements

The table below describes the roles and responsibilities related to this document.

2.1.1 Marathon Contract Coordinator

- a. Verifies and monitors short service employees on work site are participating in Short Service Employee program.
- b. Will perform field safety and work performance audits during the Short Service Employee program participation, to provide guidance, support and development for Short Service Employee personnel and Short Service Employee mentors

2.1.2 MPC HES Professional

- a. Will perform periodic field safety audits, including Short Service Employee, to provide guidance, support and development for Short Service Employee personnel and Short Service Employee Mentors.

2.1.3 Contract Companies

- a. Contractor must have enrolled in their own company Short Service Employee program with their own mentoring process, designed to provide guidance and development for Short Service Employee personnel.

2.1.4 Short Service Employee

- a. All Short Service Employees will confer with their mentor daily and any time there is a question regarding assigned work.
- b. All Short Service Employees will participate in all company and LAR safety meetings, audits and trainings assigned
- c. All Short Service Employee may be prohibited from working in a high-hazard job or areas, depending on the Safety Manager (or designee) approval.

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2.1.5 Short Service Employee Mentor

- a. All Short Service Employee Mentor(s) will be responsible for monitoring the work of Short Service Employee assigned
- b. All Short Service Employee Mentor(s) will be responsible for workforce coaching to assigned Short Service Employee.
- c. All Short Service Employee Mentor(s) will ensure that a work crew ratio is maintained (not to exceed 50%)
- d. All Short Service Employee Mentor(s) must be on site with the Short Service Employee(s) performing work, to be able to monitor the Short Service Employee(s). If Short Service Employee Mentor(s) cannot be on site with Short Service Employee(s) the Short Service Employee Mentor will assign a designee and complete a turnover with assigned designee during time of absence from the work area.

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3.0 Short Service Employee Requirements

3.1 General Requirements

The table below describes the roles and responsibilities related to this document.

- 3.1.1 All MPC (direct hire) and contractors' employees meeting the definition of Short Service Employee shall participate in this program.
- 3.1.2 The Short Service Employee Program consists of a (6) six-month.
- 3.1.3 Short Service Employee (s) shall be issued a gold hard hat until completion of the Short Service Program.



- 3.1.4 Contractor short service employee shall monitor their own employees.
 - 3.1.5 Contractor shall supply their own short service employee with a gold hard hat until completion of the Short Service Program.
 - 3.1.6 Short Service Employee(s) shall not perform work alone.
 - 3.1.7 Short Service Employee(s) work crews shall not exceed 50% ratio, any deviations from this crew ratio requires the completion of a variance form (HSS 004 - Variance Procedure and Form).
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4.0 Process Requirements

4.1 Notification Contractor

- 4.1.1 Before job mobilization (TAR, Projects etc.), contractors will complete and submit the Contractor Short Service Employee Notification Form to MPC Contract Sponsor for all jobs containing any Short Service Employee personnel.
- 4.1.2 Contract Sponsor shall email the completed form, prior to start of work, to LAR-SafetyCompliance@Marathonpetroleum.com.

Marathon (MPC) Employees:

- 4.1.3 Direct hires that support field work (e.g., engineers, instrumentation technician etc.) that meet the requirements of Short Service Employee will be given a Gold Hard Hat when they begin their HSSE Passport process.

Note: FOR Class is Exempt.

4.2 Identification

- 4.2.1 Short Service Employee personnel will be visibly identifiable by wearing the Gold Hard hats as the standard identifier for all Short Service Employee's on site. Any deviations from this must be communicated to and approved by the Safety Supervisor (or designee).

4.3 Monitoring

- 4.3.1 LAR will monitor all Short Service Employee personnel on site and encourage, coach and mentor MPC, LAR safe work practices.
 - 4.3.2 Contractors will monitor their own Short Service Employee personnel; encourage, guide and coach MPC, LAR safe work practices.
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**4.4 Mentor:
Minimum
Qualifications**

- 4.4.1 Be familiar with the short-service employee’s job, the oversight responsibilities required, and the hazards associated with that job.
- 4.4.2 Be familiar with the site policies, procedures, standing instructions and any specialized actions required to perform the work safely.
- 4.4.3 Be able and willing to challenge personnel in the workplace that do not comply with the site procedures, policies, or requirements and enforce stop work obligation, e.g. lead person, foreman etc.
- 4.4.4 Sub-contractors that work on site must have their own mentors that mentor only their personnel. Mentoring of personnel outside of that company will be reviewed by Safety Department on an individual basis.

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Appendix A: Terms and Definitions

A.1 Contractor Non-Marathon (MPC) companies or individuals who are hired by Marathon (MPC) to provide work. The term “Contractor” includes any and all Contractor employees and any Subcontractors, working in Marathon (MPC) LAR (Carson, Watson Cogeneration, Wilmington, Calciner and Sulfur Recovery Plant) properties, who are working for the Contractor hired by Marathon (MPC), excluding Right of Way Contractors.

A.2 Contractor Coordinator Marathon (MPC) employee, who is directly responsible and interacts with the contract company regarding work supervision and safety performance in the facility; ensures that contractor work is performed safely and in compliance with location, state, and federal requirements; he/she shall use field audits, reviewing safety performance and work performance audits etc. This level example is TAR Coordinator, Construction Coordinator, Maintenance Supervisor/Coordinator

A.3 Contractor (Guest) Sponsor Marathon (MPC) employee, who requests and is accountable for contractor work performance; ensures that contractor work is performed safely and in compliance with location, state, and federal requirements; This level example is Manager, Lead Planner, TAR Coordinator, Superintendent.

A.4 HSSE Passport HSSE Passport is a booklet that outlines the initial HSSE training that is required for new refinery employees.

A.5 Short Service Employee Any employee who has less than six (6) months working experience in the refinery industry.

A.6 Short Service Employee Mentor An experienced Marathon (MPC) or contract worker, able and willing to challenge personnel in the workplace that do not comply with the site procedures, policies, or requirements and enforce stop work obligation, e.g. lead person, foreman etc.

A.7 Los Angeles Refinery (LAR) Carson, Watson Cogeneration, Wilmington, Calciner, and Sulfur Recovery

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A.8 Work

Performing duties or activities that is considered to be hands on tools or hazardous, in any way, (e.g., impacting the operation of a covered Process Safety Management process and/or impact to employees or the environment) is considered to be work.

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Appendix B: Contractor Short Service Notification Form

Contractor Short-Service Employee Notification Form

Short Service Employee Information		
Contractor Company Name:	Request Date:	
SSE Name:	Years of Refinery Experience:	
1.		
2.		
3.		
4.		
5.		
6.		
Is this Employee in compliance with your Substance Abuse Policy?	Yes	No
Has the Contractor Company reviewed all HSE Policies (including Stop Work Obligation) with all SSE'S?	Yes	No
Has all SSE's completed the required site access training (HSS 013 Site Access)?	Yes	No
Mentor's Name:	Years' of Experience in Industry:	
1.		
2.		
3.		
List any previous SSE special training		

Refinery SSE Approval Signature	Department	Date
Refinery Contractor Sponsor:		
Refinery Safety Supervisor (or designee):		
Note: Contract Sponsor shall email the completed form, prior to start of work, to LAR-SafetyCompliance@Marathonpetroleum.com		

If any of the work crew composition requirements, in section 3.1.7, are exceeded, complete the Site Variance Request Form, located in HSS 004 Variance Procedure and Form

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Revision History

**Document
Revision
History**

Complete the following table for each document revision.

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
002	Aligned with MPC Document standards.	Rinaldo Edmonson	Mike Kulakowski	9/14/2022	9/14/2022
